


VACANCY NOTICE

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrator Family & Children's Svs</u>	CLASSIFICATION CODE: <u>02821800</u>
	SALARY RANGE: <u>Gr 139A \$77626-87964</u>	REFERENCE POSITION NO.: <u>1231-10010-1</u>
	Department of Human Services <u>Management Services</u>	APPLICATION PERIOD: <u>2/13/13-2/19/13</u>
	Division/Section/Unit	GRACE PERIOD ENDS <u>2/22/2013</u> <u>4:00 PM</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00 NS</u>	Job Location: <u>Louis Pasteur Bldg., Cranston</u>
	Restrictions/Limitations: <u>Limited to Federal Funding - 3/31/15</u>	
	Position Covered By Collective Bargaining Union Agreement <u>Yes</u> <u>No</u> <u>X</u>	
	Name of Bargaining Unit Union: <u>None</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: Please refer to attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Possession of a Master's Degree in Social Work or other related degrees; and Experience: Five years employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing social services for families, children and/or adults.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Maria Morrison OHHS Human Resources Service Center Benjamin Rush Building 55 Howard Avenue Cranston, RI 02920</p> <p>Faxed and email resumes are not accepted. US mail only TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Department of Human Services Management Services

Administrator, Family & Children's Services Position# 1231-10010-1

Duties and responsibilities:

Duties include working closely with the Deputy Director, Associate Director of Management Services and Ford Foundation Project Manager in furthering all goals of the Ford Foundation, Implementation Grant with the emphasis on field operations business process, streamlining and improvements and staff engagement taking into account the Affordable Care Act implementation goals.

The Ford Administrator shall review Ford Grant requirements and deliverables and take a lead in the implementation of all streamlining efforts and also take the lead with DHS staff and teams to re-engineer field operations, with an emphasis on task based process management, and shall integrate office redesign and work with DHS staff development and the DHS training vendor for the training of staff and staff engagement.

This Administrator will also have the responsibility of attending and participating in the ACA implementation meetings to ensure efficient development of the new integrated eligibility system which shall be consistent with the DHS improvements in service delivery due to the business process re-engineering. Duties shall include all other duties as required to implement the goals committed to by DHS in the Ford Foundation Implementation Action Plan.